



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
FEDERAL DISCRETIONARY GRANTS SECTION
SELF-MONITORING REPORT – READING FIRST GRANTS
2005-2006 School Year

School District Name		County-District Code
Board Authorized Representative		Form Due Date February 3, 2006
READING FIRST Grant Contact	Contact Phone	Year of Implementation <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd
DESE On-site Review Staff		DESE On-site Review Date
District Staff Present at On-site Review		

Directions

- Respond to each of the following monitoring requirements by placing an appropriate code (*see below*) on the line to the left of the corresponding item. **Responses are required on each lettered item**, and documentation proving compliance must be kept on file at the district.

CODE KEY
DC = District Compliant: An internal review indicates compliance. **When using this code, the district must have the documentation readily available for review by the Discretionary Grants staff, if requested.**
DR = District Resolving: An internal review indicates a compliance discrepancy. When using this code, use the comment section to explain how the district intends to resolve the discrepancy and its intended time frame for completion.
DA = District Assistance: The district requests assistance. A staff member from the Discretionary Grants Section will contact the district to arrange for assistance.
NA = Not Applicable to this district.
- Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation you have available. The documentation of evidence sources must be on file at the district for possible review during the MSIP Review. Do not send copies of evidence sources to Federal Discretionary Grants.
- MAIL the completed form by the due date above to: Director, Federal Discretionary Grants, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102
- QUESTIONS: Contact: **Federal Discretionary Grants: (573) 526-3232**

Assurances

The authorized representative assures the Department of Elementary and Secondary Education that the district shall:

- Receive and expend federal funds in a manner consistent with the intent of the approved application.
- Keep such records for a period of three years and provide such information as may be necessary for the fiscal program auditing and for program evaluation; provide the Department of Elementary and Secondary Education any information it may need to carry out its responsibilities under the programs.
- Adhere to the requirements of the applicable federal statutes and regulations, the state rules governing the programs, and all other applicable statutes, including: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendment of 1972; Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Gun-Free Schools Certification.

The board-authorized representative understands the assurances and the responsibility for compliance placed upon the applicant. The applicant will refund directly to the Department of Elementary and Secondary Education the amount of any funds made available to the applicant that may be determined by the Department, or an Auditor representing the Department, to have been misspent or otherwise misapplied.

Authorized Representative	Date
---------------------------	------

Building Contact Table

Complete the table for all buildings listed in your approved Reading First application.

Building Code	Building Name	Building Contact	Building Contact Phone

DESE On-site Review Staff: Circle the Building Code of the building(s) that were visited.

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district****Monitoring Requirements for Reading First Grants****1. Nonpublic Participation**

- a. _____ The district conducts timely consultation with nonpublic school officials in the project planning stages.

Evidence Sources:

- ☐ Completed Nonpublic Participation Forms
☐ Documentation of meetings, letters, or communication with nonpublic school officials.

- b. _____ The district provides equitable services to eligible nonpublic schools.

Evidence Sources:

- ☐ Reading First application
☐ Budget reflects appropriate amounts for proposed nonpublic expenditures.
☐ Nonpublic participation in professional development activities.

2. Obligation of Funds

- a. _____ The district provides documentation that funds are obligated (purchase orders made or services contracted) only between the time of project approval and the end of the grant period.

- b. _____ Application Approval Date for 2005-2006 School Year (see Grant Application) _____

- c. _____ First Obligation Date for 2005-2006 School Year _____

Evidence Sources:

- ☐ Grant Budget page
☐ Fiscal records

3. Approved Programs

Consumer's Guide on file?

- a. _____ Core Program _____ ☐ Yes ☐ No

- b. _____ Supplemental Program _____ ☐ Yes ☐ No

Supplemental Program _____ ☐ Yes ☐ No

Supplemental Program _____ ☐ Yes ☐ No

- c. _____ Intervention Program _____ ☐ Yes ☐ No

Intervention Program _____ ☐ Yes ☐ No

Intervention Program _____ ☐ Yes ☐ No

Evidence Sources:

- ☐ Reading First application
☐ Consumer's Guide

4. Accounting Requirements

- a. _____ Obligations and expenditures of Reading First funds are recorded separately.

Evidence Sources:

- ☐ Fiscal records

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district****Monitoring Requirements for Reading First Grants****5. Documentation Related to Payment of District Staff**

- a. _____ The Core Data Program Code as reported in the October cycle (Screen 20) is correct for FTEs and consistent with the application.

Evidence Sources:

- ☐ Copy of October Cycle found on Core Data Screen 20

- b. _____ There is documentation of time for partial FTEs, including those funded through administrative funds.

Evidence Sources:

- ☐ Time and effort logs
☐ Work schedules

- c. _____ For stipends and out-of-contract time paid, including administrative funds, the district maintains supporting records (Sign in sheets for stipends for workshop attendance & time logs for hourly rates for out-of-contract time).

Evidence Sources:

- ☐ Workshop sign-in sheets
☐ Time and effort logs

- d. _____ The district biannually certifies that all full-time staff funded from the Reading First program (including administrative funds) are conducting activities consistent with the purposes of the funding source(s).

Evidence Source:

- ☐ Single Funding Certification form(s) completed and on file in the district
☐ Time and effort log if FTE is paid from Reading First and other funds (based on job function)

6. Inventory

- a. _____ A centralized inventory control system, including all required components (program name and date), accounts for all equipment with an acquisition cost of \$1,000 or more per unit purchased with Reading First dollars.

- b. _____ Capital Outlay purchases are consistent with the application.

- c. _____ District labels all inventory items purchased with Reading First funds (program name and date of purchase).

Evidence Sources:

- ☐ Fiscal records
☐ Centralized inventory control system
☐ Labeled inventory items

7. Personnel

The district provides evidence that:

- a. _____ Proper credentials and certificates for teachers and coaches are on file with the district.

- b. _____ Job description for Reading First coach is on file with the district.

Evidence Sources:

- ☐ Certification records
☐ Job descriptions

Comments for items indicated DR – *Please include plan and time frame for resolution*

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district****Monitoring Requirements for Reading First Grants****8. Coaches**

The district provides evidence that:

- a. _____ Teacher/coach ratio is maintained at teacher to coach ratio of 20:1 or less including K-3 classroom, Title 1 special education, and ELL teachers.
- b. _____ Coaches' schedules reflect the number of appropriate contacts with each K-3 classroom, Title 1, special education, and ELL teacher (minimum of four 90 minute blocks per month and one visit can be classroom teacher's planning time)

Evidence Sources:

- ☐ Schedule for coaches
- ☐ List of teachers/coach

9. Implementation

- a. _____ Use of funds is consistent with program guidelines, application budget, and Reading First application to increase student achievement, and attain other objectives as stated in the current Reading First grant.

Evidence Sources:

- ☐ District documentation
- ☐ Record of expenditures
- ☐ Onsite Review

10. Fidelity to Program Guidelines

- a. _____ Program is implemented with 90 minute reading block, additional 30 minute supplemental, additional 30 minute intervention
- b. _____ Reading schedule is staggered to cover all classrooms K-3 in multiple classes/grade level buildings.

Evidence Sources:

- ☐ Building Reading Schedule

11. Professional Development Needs Assessment

The district maintains documentation that:

- a. _____ LETRS training was conducted on _____,
- b. _____ DIBELS training was conducted on _____,
- c. _____ 3 Tier training was conducted on _____,
- d. _____ Core program training was conducted by appropriate representative of selected core on _____,
- e. _____ All K-3 classroom, Title 1, special education, and ELL teachers participated in training

Evidence Sources:

- ☐ Sign in sheets from trainings
- ☐ Minutes of trainings/meetings
- ☐ Coaches' documentation
- ☐ Other _____

Comments for items indicated DR – *Please include plan and time frame for resolution*

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district****Monitoring Requirements for Reading First Grants****12. Data Collection**

The district collects data for meeting objectives/benchmarks

- a. _____ The district has a process for obtaining data for benchmarks and progress toward making objectives.
- b. _____ MOSIS ID's are established for all students K-3.
- c. _____ The district uses the Wireless technology and reporting system.
- d. _____ District submitted outcome data to DESE for the 2004-2005 school year on _____.
- e. _____ The district has a timeline for data collection, Wireless benchmarks, MAP testing, and Terra Nova testing.

The timeline includes dates for the following activities in the 05-06 school year:

1. School starting date _____
2. Beginning Wireless Benchmark (within the first 15 days of school) _____
3. Middle Wireless Benchmark (2nd or 3rd week of Jan.) _____
4. End Wireless Benchmark (within the last 15 days of school) _____
5. Kindergarten TerraNova _____
6. 1st grade TerraNova _____
7. 2nd grade TerraNova _____
8. 3rd grade MAP _____
9. School ending date _____

Evidence Sources:

- ☐ District documentation
☐ Coach documentation

13. Systematic Consultation with Leadership Team

- a. _____ The district has consulted with the Reading First leadership team including district staff for needs assessment and planning for effective use of funds.

The Local Reading First leadership team is composed of the following personnel:

Team Member Name**Team Member Position**

Evidence Sources:

- ☐ Agendas for meetings
☐ Meeting sign-in sheets indicating person's role or title
☐ Meeting minutes

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district****Monitoring Requirements for Reading First Grants****14. Access to Print Materials**

a. _____ The district has increased student's access to print materials through purchase of K-3 classroom reading resource materials.

b. _____ The district has increased student's access to print materials through purchase of K-3 library materials.

Evidence Sources:☐ On site review☐ District fiscal records**Comments for items indicated DR – Please include plan and time frame for resolution**